

Death Occurring in a Non-Duty Status Notification Process: When a death occurs while a Soldier is not on active duty or in any type of duty status

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive notification of casualty	Unit personnel or designated personnel receives notification of a Soldier's death while not on active duty or in any type of duty status from appropriate source(s) (e.g. local law enforcement, hospital, eye witnesses, death certificate, autopsy).				Casualty Assistance Center (CAC) is not involved in this process. Designated personnel is determined by State policy.
2	Collect casualty information	Unit personnel or designated personnel collects casualty information and details of the incident from appropriate source(s) (e.g. local law enforcement, hospital, eye witnesses, death certificate, autopsy). Casualty information is found via Interactive Personnel Electronic Records Management System (iPERMS) which contains all personnel information.	AR 190-45	34 Line Suicide Report	iPERMS	Designated personnel is determined by State policy. In the event of a suicide, a 34 Line Suicide Report must be complete.
3	Go to Investigation Process, steps TBD	Go to Investigation Process, steps TBD. SIR triggers the investigation.				Process is still under review.
4	Generate Serious Incident Report (SIR)	Unit personnel or designated personnel generates a Serious Incident Report (SIR) with information gathered from appropriate source(s) (e.g. local law enforcement, hospital, eye witnesses, death certificate, autopsy) in step 2.	AR 190-45			Designated personnel is determined by State policy.
5	Send SIR	Unit personnel or designated personnel sends the SIR to State Casualty Operations Manager or designated personnel via email or fax.				Designated personnel is determined by State policy.

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6	Receive SIR	State Casualty Operations Manager or designated personnel receives SIR from Unit personnel or designated personnel.				Designated personnel is determined by State policy.
7	Forward SIR	State Casualty Operations Manager or designated personnel forwards SIR to ARNG Watch.				Designated personnel is determined by State policy. ARNG Watch email is arngops@ng.army.mil.
8	Receive SIR	ARNG Watch receives SIR from State Casualty Operations Manager or designated personnel. The SIR is filed at ARNG located in Arlington, VA and is used in the report developed by Soldier and Family Support and Services Division (ARNG-HRF).				Designated personnel is determined by State policy.
9	Request for a courtesy CAO	State Casualty Operations Manager or designated personnel requests the Unit personnel or designated personnel to assign a courtesy Casualty Assistance Officer (CAO) to the next of kin (NOK) of the casualty to ensure benefits and entitlements are properly conveyed/received.				Designated personnel is determined by State policy. The State funds and assigns a courtesy CAO. This all occurs at the State level because the State funds the CAO not ARNG.
10	Accept request?	Unit personnel or designated personnel reviews State Casualty Operations Manager or designated personnel's request for a courtesy CAO to be assigned to the NOK of the casualty.				Designated personnel is determined by State policy. The State funds and assigns a courtesy CAO.

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11	Send courtesy CAO's information	Unit personnel or designated personnel sends courtesy CAO's information via email or telephone to State Casualty Operations Manager or designated personnel for tracking purposes and to publish necessary Title 32 ADOS orders or travel orders if Title 32 AGR.				Designated personnel is determined by State policy. The State funds and assigns a courtesy CAO.
12	Receive courtesy CAO's information	State Casualty Operations Manager or designated personnel receives courtesy CAO's information from Unit personnel or designated personnel via email or telephone.				Designated personnel is determined by State policy. The State funds and assigns a courtesy CAO.
13	Publish orders	State Orders Publishing Authority publishes and provides orders for new mission.				
14	Receive orders	Courtesy CAO receives their new mission orders from the State Orders Publishing Authority.				The State funds and assigns a courtesy CAO.
15	Go to Casualty Assistance Process, steps 56-end	Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 56-end.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	A non-active duty casualty may not receive all benefits and entitlements awarded to a duty status or In-Theatre casualty.

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16	Go to Input New Casualty Mission into CMM Database Process, steps 1-8	<p>Go to Input New Casualty Mission into CMM Database Process: To track mission output and participants within a State using the Casualty Mission Management (CMM) database, steps 1-8.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Accessing and logging in to the Reserve Component Management System (RCMS) website - Entering the Casualty Mission Management (CMM) application - Inputting required information about the casualty 	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	